

DD/S Filing Workshop

Training - 10 Card No. 1 *1959*

STAT 1. Thanks to FOR GENEROUS INTRODUCTION

Card No.2

FILING FACTS AND BACKGROUND

1. Background

- a. [redacted] - 1951 - OTR - No system - No Staff - No personnel
1959
- b. Trained 3000 new employees. This accomplishment is due to the enthusiasm and interest of [redacted] and others from OTR who have helped to make filing an integral part in the success of the over-all Agency records management program.
- c. Why this refresher course? [redacted] Chief, Management Staff aid, [redacted] and Col. Baird agreed that it was important.

Card No. 3

FACT NO. 1 - NO SYSTEM

Not too long ago most of us thought of filing as a task for Secretaries and Clerks to do in their spare time. The details were left to the individual and there were as many systems as there were people who kept records. While the Secretary or the Clerk could find papers in her file, usually no one else knew the combination. Two recent Agency experiences will illustrate the situation. I have the permission of the two office heads to identify them, without embarrassment. (Relate General Counsel and Special Assistant to DD/S).

These two instances I am sure are not isolated ones; rather they are probably more typical of the actual condition of about one half of the entire Agency. As a matter of fact, I find the same situation true among my friends in business. Just recently I've had contact with two Records Managers in industry - Minute Maid Corp., and Union Carbide. The situation there is no different than that in Government.

Card No. 4

FACT No. 2 - SYSTEM SHOULD FIT NEED

It makes little difference how you file your records---face to face, back to back, or upside down and backwards--as long as you can find them quickly when you want them. Without an appropriate and systematic arrangement of records, filing and finding is difficult. Unfortunately, many systems are difficult to use because basic methods of organizing records were generally overlooked when the files were planned.

No activity can operate effectively without records. Therefore, it is essential that files be organized to serve the operations of the activity and to furnish ready information for managerial decision making. Arranging records so that they are easy to file and find will make this possible.

Card No. 5

FACT NO. 3 - SOLUTION

Fortunately there is something that can be done to correct this situation. Here is what has been done in this Agency so far:

1. Adopted a standard system - Subject-Numeric; because it was proven successful many years ago and used as early as 1951 by Agriculture and Federal Works Agency. Now by scores of additional Agencies - AEC, Interior and FHA to name a few and by industry in Lever Brothers and Benton and Bowles - and by the U.S. Senate and House of Representatives. All of these adopted the system because it is simple to understand, easily adopted, is expandable and flexible to fit many situations. Scientific - OSI - Special Assistant to the DDS.
2. Over 200 installations prove its adaptability to our needs.
3. Issued Handbooks - Classified for Headquarters and a Sterilized Version for Overseas.

Card No. 6

FACT NO 4 - CREATING FILES IS EXPENSIVE

The Commission on the Organization of the Executive Branch of the Government-Hoover Commission - in 1955 had this to say about Office Filing Operations: "Two thirds or 16 million cubic feet (2 million filing cabinets) of the total Federal Governments records are currently stored in Agency office space". "The entire filing operations take the full time of 159,000 people. Office files represent a substantial item of expense in all Government Agencies. Unfortunately, however, this item of expense has received little attention from top management". Now you will be shocked probably about how much of an investment we in CIA have in this filing operation. Could any one here guess how much a safe of office records cost to create? \$16642

Multiply this by the number of safes in your office and you'll see why your supervisor would want all the 5's, 10's and 20's filed in good order and easily located. Now take the total DD/I area and see what this figure is 61,707,360. Is there any wonder then that our top management is interested. I can assure you that Col. White is interested because he has asked me what we are doing about it.

Card No. 7

CONCLUSION-

Enough of Background and Facts - How Do You Fit In This Picture?

You are selected to represent your office and that indicates your top management is interested and has confidence in you. You have an obligation therefore to them. One Agency component has made 66 installations as an out growth of an overall records management survey with a minimum of help from the Records Management Staff. You can do this too. Call on your Area Records Officer first. Do You want Our Help?

TRAINING-10-3

Card No. 1

DDP Filing Work Shop

- STAT 1. Thanks to
2. Welcome to Filing Work Shop for DDP
3. Comment on Large Number
- STAT 4. Comment on Influence of
5. Comment on Familiar Faces.

CARD NO. 2

FILING FACTS AND BACKGROUND

1. Background

a. 1951. No system - No staff and No program

b. Today - OTR has trained some 3,000 new employees. This accomplishment is due to the enthusiasm and interest of [redacted] and others from OTR who have helped to make filing an integral part of the success of the Agency Records Management Program.

STAT

STAT

STAT

c. Particular recognition is due [redacted] for her interest and effort in getting out a sanitized version of our Handbook.

STAT

d. Why this refresher course? [redacted] and Col. Baird agreed it was needed.

Office of Personnel [redacted]

STAT

e. Large number of persons to be trained.

f. Relationship to Support Type records.

STAT

~~g. System in Office of the DDP.~~

FACT NO. 1 - NO SYSTEM

Card 3

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These two instances I am sure are not isolated ones; rather they are probably more typical of the actual condition of about one half of the entire Agency. As a matter of fact, I find the same situation true among my friends in business. Just recently I've had contact with two Records Managers in industry - Minute Maid Corp., and Union Carbide. The situation there is no different than that in Government.

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It makes little difference how you file your records---face to face, back to back, or upside down and backwards--as long as you can find them quickly when you want them. Without an appropriate and systematic arrangement of records, filing and finding is difficult. Unfortunately, many systems are difficult to use because basic methods of organizing records were generally overlooked when the files were planned. (Necessary Mis files)
later can be built up by category & then time down, consolidated & eventually by cases
No activity can operate effectively without records. Therefore, it is essential that files be organized to serve the operations of the activity and to furnish ready information for managerial decision making. Arranging records so that they are easy to file and find will make this possible.

* Flexible Arrangement is illustrated by the S.S. Numbering System - 9 digits - expansion etc.

CARD No. 5

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- STAT
2. Over 200 installations prove its adaptability to our needs. *One method of fact that includes [redacted] office.*
 3. Issued Handbooks - Classified for Headquarters and a sterilized version for overseas

* Show Magazine + Hand books.

4. Precedent for Subject Files - Keep Committee 1905
5. Industry - General Motors - See Office Efficiency # 21

CARD NO. 6.

FACT NO. 4 - CREATING FILES EXPENSIVE

The Commission on the Organization of the Executive Branch of the Government-Hoover Commission - in 1955 had this to say about Office Filing Operations: ~~"Two thirds or 16 million cubic feet (2 million filing cabinets) of the total Federal Governments records are currently stored in Agency office space". "The entire filing operations take the full time of 159,000 people. Office files represent a substantial item of expense in all Government Agencies. Unfortunately, however, this item of expense has received little attention from top management".~~ Now you will be shocked probably about how much of an investment we ~~have~~ have in this filing operation. Could any one here guess how much a safe of office records cost to create? \$16642.

Multiply this by the number of safes in your office and you'll see why your supervisor would want all the 5's, 10's and 20's filed in good order and easily located. Now take the total DD area and see what this figure is 99,968,494. Is there any wonder then that our top management is interested. I can assure you that Mr. Dulles is interested because he has asked me at the DCI meeting on 2 November what we are doing about it. Mr. Dulles too has asked STAT for a progress report in 2 months.

CARD No 7

CONCLUSION

Enough of Background and Facts - How Do You Fit in This Picture?

STAY You were selected to represent your office and that indicates your top management is interested and has confidence in you. You have an obligation therefore to them. One ~~for~~ ^{agony} ~~component~~ has made 66 installations as an out growth of an overall records management survey with a minimum of help from the Records Management Staff. You can do this too - Call on your Area Records Officer first. If additional help is necessary, he will let us know.

are here today to indicate

DTD keep back interest and endorsement